

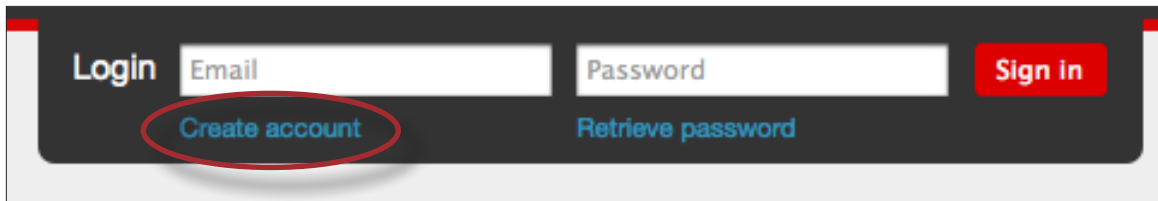
# Introduction

This quickstart will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

**!** If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this quickstart.

## Step 1

To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and click on the *Create Account* link on the homepage **1**.



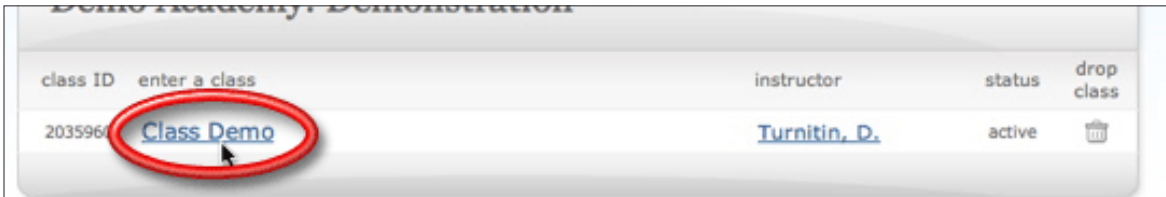
The image shows the Turnitin login and registration interface. It features a dark grey header with the word 'Login' on the left. To its right are two white input fields labeled 'Email' and 'Password'. Further right is a red 'Sign in' button. Below the 'Email' field, the text 'Create account' is highlighted with a red oval. Below the 'Password' field, the text 'Retrieve password' is visible.

**1** Click to register and create your user profile

The new user page will open, follow the directions on this page to help you create your user profile. To create a profile, you must have a **class ID** and an **enrollment password**. You can get this information from your instructor. Once you finish creating your profile, you will be logged in to Turnitin.

## Step 2

Your class will show up on your homepage. Click on the name of your class to open your class portfolio **2**.



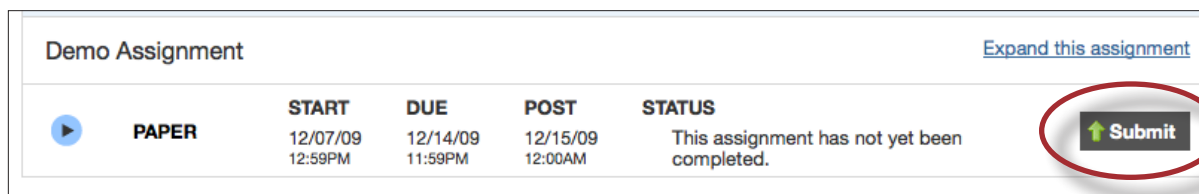
The image shows a table of classes. The first row has headers: 'class ID', 'enter a class', 'instructor', 'status', and 'drop class'. The second row contains the following data: '203596', 'Class Demo' (which is circled in red with a mouse cursor pointing to it), 'Turnitin, D.', 'active', and a trash icon.

class ID	enter a class	instructor	status	drop class
203596	<a href="#">Class Demo</a>	Turnitin, D.	active	

**2** Click on the name of your class to open your portfolio

## Step 3

Your class portfolio shows the assignments your instructor has created and your submissions to the class. To submit a paper, click the *Submit* button next to the paper assignment **3**.



The image shows a table for a 'Demo Assignment'. It has columns for 'PAPER', 'START', 'DUE', 'POST', and 'STATUS'. The 'PAPER' column contains a play button icon. The 'START' column shows '12/07/09 12:59PM'. The 'DUE' column shows '12/14/09 11:59PM'. The 'POST' column shows '12/15/09 12:00AM'. The 'STATUS' column shows 'This assignment has not yet been completed.' To the right of the table is a link 'Expand this assignment'. A 'Submit' button with an upward arrow icon is circled in red.

Demo Assignment					<a href="#">Expand this assignment</a>
PAPER	START	DUE	POST	STATUS	
	12/07/09 12:59PM	12/14/09 11:59PM	12/15/09 12:00AM	This assignment has not yet been completed.	

**3** Click the Submit button to upload your paper

## Step 4

The paper submission page will open. Enter a title for your paper. To select a paper for submission, click the *browse* button and locate the paper on your computer. We accept submissions in these formats:

- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt)

After entering a title for your paper and selecting a file, click *upload* to upload your paper **4**.

The screenshot shows the 'choose a paper submission method:' dropdown set to 'single file upload'. Below this are input fields for 'first name' (Friedrich), 'last name' (Weissenborn), and 'submission title'. A yellow box contains requirements for single file upload: file must be less than 20 MB and file types allowed are MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. Below this is a 'browse for the file to upload' section with a 'Browse...' button. At the bottom, there is an 'upload' button and a 'cancel, go back' link.

**4** Once you have located your paper and entered a title, click *upload*

If your paper is in a format that we do not accept, you can submit it by cut and paste. To submit a paper this way, select *cut & paste* using the pulldown at the top of the form **5**.

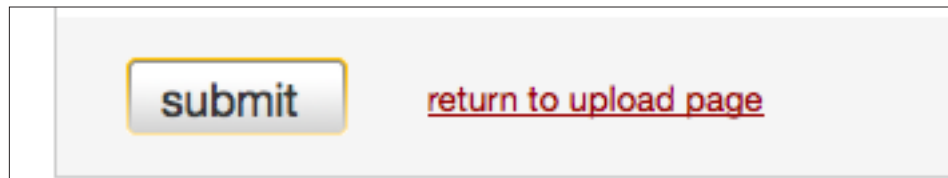
To submit a paper by cut and paste, copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method, you can skip the next step.

The screenshot shows the 'choose a paper submission method:' dropdown menu open, with 'cut & paste upload' selected. The other options are 'single file upload' and 'single file upload'.

**5** Select *cut & paste* with the pulldown to submit a paper in a file format we do not accept

## Step 5

The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *submit* button **6**.



**6** Make sure you selected the correct paper; click “submit” to finalize your submission

## Step 6

After you confirm your submission, a digital receipt will be shown. This receipt will be e-mailed to you. To return to your portfolio and view your submission, click the portfolio button **7**.



**7** Click the portfolio icon to return to your portfolio and view your submission

Once within your class portfolio, click on *Show details* link to the right of the assignment to view the Originality Report icon for your paper **8**.

Essay					<a href="#">Expand this assign</a>
PAPER	12/01/09 12:58PM	12/07/09 11:59PM	12/08/09 12:00AM	● Submission for this assignment is complete.	<a href="#">Show details</a>

**8** Click on the *Show details* link to view your Originality Report icon.

Click on the Originality Report icon to view your Originality Report. A grayed out report icon indicates that the report has not yet been generated.

**!** By default, students cannot see their own Originality Reports. If you see a red circle icon with a slash through it instead of an Originality Report icon in your portfolio, then your instructor has disabled the ability for students to view the Originality Report for this assignment. If you would like to view your report, contact your instructor.

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our [student user manual](http://www.turnitin.com/static/support/guides_manuals.html), which is available at [http://www.turnitin.com/static/support/guides\\_manuals.html](http://www.turnitin.com/static/support/guides_manuals.html).